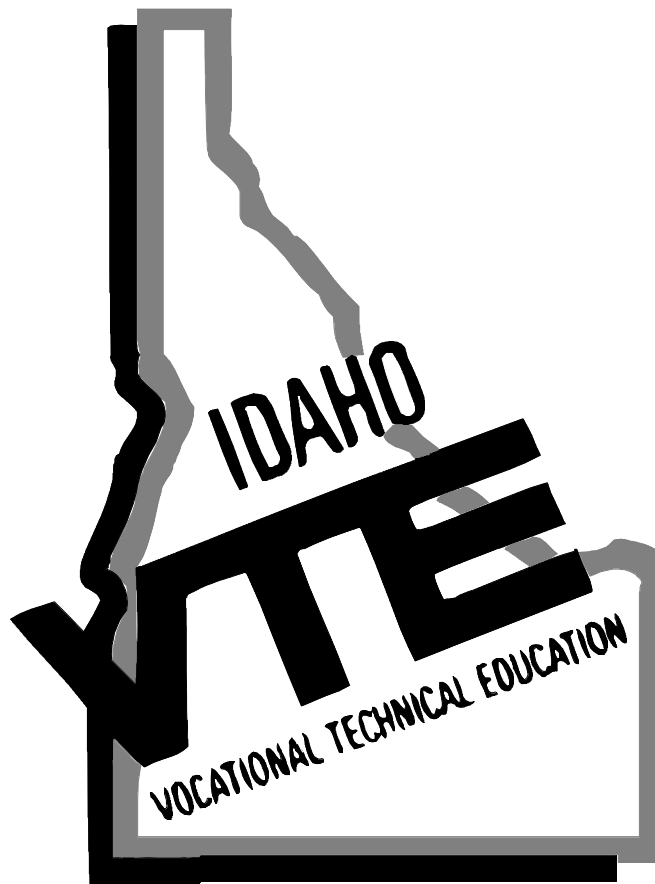


*Vo. Ed. #325T*

**TECHNICAL COMMITTEE REPORT**  
**FOR THE**  
**HEALTH UNIT CLERK/COORDINATOR**



**Idaho State Division of  
Vocational Education  
1996**

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## INTRODUCTION

The curriculum development process undertaken by the Idaho Division of Vocational Education involves the active use of industry personnel. Industry personnel comprise the membership on Technical Committees which are responsible for the development of Task Lists for each program. A Technical Committee Report was prepared on completion of the Committee's assignment. This publication is the Technical Committee Report for the Health Unit Clerk/Coordinator. Committee members reviewed and revised a Task List for use in Idaho.

The Task List in the Technical Committee Report reflects the current trends and skills necessary for a employee to 1) obtain a job in Idaho's industry, 2) retain a job once hired, 3) advance in the occupational field. Task Lists are grouped according to duty areas generally used in industry settings. The Technical Committee segment is the single most significant step in the curriculum development process. All future curriculum activities are predicated on the premise that an accurate picture of industry needs are reflected in the Task List.

Technical Committee members reviewed and revised the performance statements for each Task. The Tasks are in a competency-based format to provide an effective and efficient methodology for determining student progress. All programs must use the Tasks in this Report in order to be approved for operation. Any deviation from this Report requires written approval from the respective program supervisor at the Division of Vocational Education. The Division does not require that all programs be designed exactly the same, but assurance is needed that the program meets the minimum standards for operation, based on the community needs, equipment, and facilities available to the local school or institution.

The Technical Committee Report does not dictate the level of instruction. The Task List developed represents the occupational field. Schools and Institutions determine what skills can be taught and what depth of instruction can be provided. They must choose the Tasks to be taught from the Technical Committee Report but are free to determine how many or which ones can be incorporated into their program. Advisory committees are used to help determine local training and employability trends and needs.

The Technical Committee Report is also used as the primary list for generating Student Profiles. The Profile is used as a cumulative record of each student's progress. They are printed in a folder format and have performance scales for each Task so that student competence can be recorded for individual skills or tasks. This document will become the main component for articulation activities in the event that the student desires to go on for additional training or education.

## ACKNOWLEDGMENTS

Members of the Technical Committee for the Health Unit Clerk/Coordinator compiled the Task List.

Deep appreciation is expressed to the following Technical Committee members:

Janice Hall, CHUC, Unit Clerk/USA Trainer  
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Boise, Idaho

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The Division also greatly appreciates the employers of Technical Committee members for their support to this project and Joyce Graves who typed this report.

Dorothy M. Witmer, EdD, RN, C  
Program Manager of Health Occupations Education

CURRICULUM FRAMEWORK

PROGRAM AREA: Health Occupations

IDAHO DIVISION OF VOCATIONAL EDUCATION

EFFECTIVE DATE: September, 1996

PROGRAM TITLE: Health Unit Clerk/Coordinator

IDAHO CODE NUMBER: 8384

CIP#: 51.0703

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- I. MAJOR CONCEPTS/CONTENT: The purpose of this program is to prepare students for employment as health unit clerks, sometimes called health unit coordinators, or to provide additional skills for persons employed in other related health occupations. The terms "cross-training" or "multi-skilled" are terms currently applied to healthcare workers who serve in several roles, especially within acute care settings. This instructional program is more frequently becoming one which is incorporated into a multi-disciplinary approach to education and training. The instruction, therefore, may be a stand alone training program or maybe one of several technical training programs which make up a longer multi-skilled certificate program.

The content includes, but is not limited to, the role and responsibilities of the health unit clerk/coordinator, communications and interpersonal relationships, medical terminology, anatomy, legal and ethical responsibilities, management skills within the work environment, transcription of physicians' orders, problem solving, and employability skills. Practice of skills within a laboratory setting and application of skills in the actual work environment are essential parts of this program.

- II. LENGTH OF THE PROGRAM: It is expected the classroom and laboratory portion of instruction for individuals without related healthcare training is 60 hours; clinical time is an additional 40-60 hours. Individuals with related health care training are expected to complete the classroom and laboratory training in 40 hours; clinical training is 40 hours.
- III. INSTRUCTOR QUALIFICATIONS: The instructor will be a person who meets the vocational-technical years of experience in the field or related field and fully understands the role and responsibilities of health unit clerk/coordinator.
- IV. PROGRAM DELIVERY: This program will be delivered through the vocational-technical delivery system at secondary and postsecondary institutions.
- V. RECOMMENDED TEXTBOOK: Health Unit Coordinating, 3rd or latest edition, by Myrna LaFleur-Brooks (1993), published by W. B. Saunders Company, ISBN 0-7216-4302-7, distributed by Harcourt Brace Company: 1-800-545-2522. Also available is an Instructor's Manual, ISBN 0-7216-4303-3, and Student Manual - Skills Practice for Health Unit Coordinating, 3rd edition, ISBN 0-7216-4303-5.
- VI. CERTIFICATE AWARDED: Upon successful completion of the Health Unit Clerk/Coordinator Training Program, the student will receive a certificate of completion. Certificates are issued by the vocational-technical institutions.

- VII. **SPECIAL NOTE:** Persons who successfully complete this program of training and/or work as a health unit clerk/coordinator to gain experience (approximately 6 months is recommended), and has a high school diploma or GED, may take the national certification examination sponsored by NAHUC (National Association of Health Unit Coordinators). To learn about this certification process and to receive the Certification Exam Handbook, call the NAHUC Certification Board at 612-641-8095 or write NAHUC Certification Board, 1821 University Avenue, Suite S-104, St. Paul, MN 55104-2869. A Certification Review (book) for the HUC examination is also available, ISBN 0-7216-5669-2. To obtain this book call 1-800-545-2522.
- VIII. **INTENDED OUTCOMES:** After successfully completing this program and under the supervision of a qualified instructor, the student will be able to:
01. Perform in the role of the Health Unit Clerk/Coordinator.
  02. Describe the impact and influence of the working environment.
  03. Use medical terms, abbreviations, symbols, and military time/24 hour time on the job.
  04. Demonstrate effective communications and interpersonal relationships.
  05. Transcribe physicians' orders.
  06. Demonstrate management techniques.
  07. Apply knowledge of anatomy to the job.
  08. Demonstrate employability skills.
  09. Demonstrate computer skills.
  10. Apply knowledge of Universal Precautions.

## **CAREER PATHWAYS**

Career Pathways are frameworks by which students can select courses that may lead to one or more careers. Pathways are divided by major career fields. Health Services is one of six Career Pathways. The Health Unit Clerk/Coordinator is an entry level occupation within the Health Services Career Pathway. With additional education, the learner can advance to higher technical and professional level occupations. As an example, the health unit clerk can plan to take additional courses that may lead to managerial positions which require associate, bachelor and/or master degrees. For more information about Career Pathways, contact the Idaho Division of Vocational Education: 208-334-3216.

**HEALTH UNIT CLERK/COORDINATOR**  
**TASK LIST**

STUDENT PERFORMANCE STANDARDS

PROGRAM AREA: Health Occupations

IDAHO DIVISION OF VOCATIONAL EDUCATION

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01.0 PREPARE TO PERFORM IN THE ROLE OF THE HEALTH UNIT  
CLERK/COORDINATOR (HUC).

The student will be able to:

01.01 Describe the role of the HUC.

01.02 Describe the legal and ethical responsibilities of the HUC.

01.03 Assemble/Disassemble and maintain the patient's medical record/chart.

02.0 DESCRIBE THE IMPACT AND INFLUENCE OF THE WORKING ENVIRONMENT.

The student will be able to:

02.01 Describe the organization of the hospital/facility.

02.02 Describe the environment of the nursing unit in which the HUC operates.

02.03 Describe the current changes in healthcare.

03.0 USE MEDICAL TERMS, ABBREVIATIONS, SYMBOLS, AND MILITARY TIME ON THE  
JOB.

The student will be able to:

03.01 Use medical terms, abbreviations, and symbols.

03.02 Use military/24 hour time on the job.

04.0 DEMONSTRATE EFFECTIVE COMMUNICATIONS AND INTERPERSONAL  
RELATIONSHIPS.

The student will be able to:

04.01 Define and demonstrate the elements of effective communications.

04.02 Define and demonstrate the elements of effective interpersonal relationships.

04.03 Demonstrate effective written communication.

05.0 TRANSCRIBE PHYSICIANS' ORDERS.

The student will be able to:

05.01 Read, interpret, and transcribe physicians' orders.



06.0 DEMONSTRATE MANAGEMENT TECHNIQUES.

The student will be able to:

- 06.01 Manage time.
- 06.02 Demonstrate problem solving techniques.
- 06.03 Participate in safety/disaster preparation exercises.

07.0 APPLY KNOWLEDGE OF ANATOMY TO THE JOB.

The student will be able to:

- 07.01 Use knowledge of anatomy as it applies to the job.
- 07.02 Practice applying knowledge of anatomy in simulated work situations.

08.0 DEMONSTRATE EMPLOYABILITY SKILLS.

The student will be able to:

- 08.01 Demonstrate job seeking skills.
- 08.02 Demonstrate job keeping skills.
- 08.03 Develop and follow a plan to alleviate stress.
- 08.04 Develop and follow a plan for continued professional development.

09.0 DEMONSTRATE COMPUTER SKILLS.

The student will be able to:

- 09.01 Enter data/information on the computer.
- 09.02 Retrieve data/information from computer files.
- 09.03 Exit computer programs.
- 09.04 Follow rules to maintain confidentiality when using a computer.

10.0 APPLY KNOWLEDGE OF UNIVERSAL PRECAUTIONS.

The student will be able to:

- 10.01 Discuss procedures used to control infections.
- 10.02 Participate in Universal Precautions appropriate to the job.